



# LIVESTOCK INSPECTOR

Class Code: 0823 - Exam Code: 7FALV

Type of Examination:	Departmental Open/Statewide
Opening Date:	Continuous filing
Cut-Off Date	09/08/17
Salary:	Range A: \$3,238 - \$3,970 Range B: \$3,683 - \$4,557
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent

## EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

## CONTINUOUS FILING INSTRUCTIONS

The testing office will accept applications continuously and will notify and test applicants as needs warrant. **Testing is considered continuous** as closing dates (cut-off dates) can be set at any time and eligible lists are merged. The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. **A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.**

## FINAL CUT-OFF DATES

The testing office has established the following application cut-off date: September 8, 2017. Submission of applications after the cut-off date will be held over for the next examination.

**HOW TO APPLY**

Submit a Standard State Application (STD. form 678) **and** Supplemental Application to the address indicated below.

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/pdf/std.678.pdf>
- Supplemental Application is attached below. **Applicants who do not submit a Supplemental Application will be disqualified.**
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY**

**By mail/In person:** California Department of Food and Agriculture  
Examination Unit, Attn: Cindy Torres  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6581

**By e-mail:** [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)

**NOTE:** Facsimiles (FAX) will not be accepted under any circumstances.

**ELIGIBLE LIST INFORMATION**

A Departmental “Open” list will be established for the California Department of Food and Agriculture. The names of successful competitors are merged onto the list in order of final scores, regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retake the exam to reestablish eligibility.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

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**MINIMUM QUALIFICATIONS**

**NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

**Either I**

**Education:** Equivalent to graduation from a four-year college of recognized standing with specialization in animal husbandry or in a related agricultural subject.

**MINIMUM QUALIFICATIONS CONTINUED****Or II**

**Experience:** Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in California state service.

**and**

Equivalent to completion of nine semester units of college level course work in animal husbandry or related agricultural subjects. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)

**Or III**

**Experience:** Either

1. Two years of experience in raising livestock or in some other activity providing familiarity with livestock or livestock production;

**Or**

2. One year of experience in a public agency in agricultural inspection or enforcement work pertaining to livestock production. *(Completion of a two-year course in an agricultural college of recognized standing with specialization in animal husbandry or in related agricultural subjects may be substituted for one-half of the experience required in Pattern III.)*

**POSITION DESCRIPTION**

Incumbents in these classes consult and advise livestock owners on cattle importation requirements, proper sanitary procedures, methods and facilities used in raising or handling livestock, and in eradicating diseases; inspect facilities and methods used in cooking garbage fed to swine for compliance with State regulations and standards; issue and review permits for the movement within and from a quarantined district of livestock, livestock products, or materials associated with livestock; supervise the cleaning and disinfection of premises where livestock are kept and vehicles used in the transportation of livestock; issue citations, investigate violations, and assist in the prosecution of violations of State laws or regulations; assist veterinarians in administering animal health programs, conducting tests on animals for infectious diseases, monitor the dipping of animals infested with parasites, or the destruction and disposition of animals that are detrimental to the livestock industry; review and approve or disapprove routine animal health inspection reports for conformance with State and Federal policies and procedures; attend and speak at meetings and conferences; keep records; and prepare correspondence and reports.

This is the entry, training and first working level. Incumbents work: (1) under close supervision to become familiar with animal health inspection and enforcement work by performing a variety of less complex tasks; (2) under general supervision to (a) independently perform animal health inspection and enforcement work of average difficulty, (b) perform as a veterinarian's assistant in administering animal health programs in assignments not requiring professional veterinary skills and knowledge, or in a major support function.

**EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not submit the Supplemental Application will be disqualified.

**Supplemental Application – Weighted 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Principles and practices of animal husbandry and the operation of livestock ranches

**ABILITY TO:**

1. Communicate effectively at a level required for successful job performance
2. Interpret and apply laws and regulations relating to animal quarantine
3. Learn and apply formal investigation techniques and procedures
4. Prepare concise and complete reports
5. Establish and maintain cooperative relations with those contacted in the work
6. Prepare correspondence

**SPECIAL PERSONAL CHARACTERISTICS**

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment; willingness to work irregular hours and under difficult and hazardous conditions associated with handling livestock; and willingness to travel.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Cindy Torres at (916) 403-6581 or [cindy.torres@cdfa.ca.gov](mailto:cindy.torres@cdfa.ca.gov)

**GENERAL INFORMATION**

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6581 three (3) weeks after the final filing date if he/she has not received his/her notice.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**GENERAL INFORMATION CONTINUED**

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

## **CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE SUPPLEMENTAL APPLICATION EXAMINATION FOR LIVESTOCK INSPECTOR**

The California Department of Food and Agriculture's (CDFA) Livestock Inspector examination is being given on a Departmental Open Statewide basis. The examination will consist solely on this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed onto a list based on your final score.

A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

**NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.**

### **THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand if it is discovered I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Print your name (Required): \_\_\_\_\_

**Submit your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below:**

**California Department of Food and Agriculture  
Human Resources Branch  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Cindy Torres  
Email: [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)**

**Supplemental Application Examination  
LIVESTOCK INSPECTOR  
PART I**

The following questions are job requirements. Please read each question carefully and respond by marking either "YES" or "NO" for the following six (6) questions. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response.

1. Are you willing to work odd and irregular hours? \_\_\_\_\_Yes    \_\_\_\_\_No
  
2. Are you willing to travel away from home? \_\_\_\_\_Yes    \_\_\_\_\_No
  
3. Are you willing to work in remote locations? \_\_\_\_\_Yes    \_\_\_\_\_No
  
4. Are you willing to work in difficult and hazardous conditions associated with handling various livestock species? \_\_\_\_\_Yes    \_\_\_\_\_No
  
5. Do you possess a valid California driver's license? \_\_\_\_\_Yes    \_\_\_\_\_No
  
6. Are you willing to drive a truck and trailer? \_\_\_\_\_Yes    \_\_\_\_\_No

**If you have answered "NO" to any of the above "WILLINGNESS" questions, please explain why on the next page.**

Please explain Part I “WILLINGNESS” questions in which you answered “NO.”

[illegible]



**Supplemental Application Examination  
LIVESTOCK INSPECTOR  
PART II**

<b>INSTRUCTIONS:</b>		<i>Experience</i>			<i>Amount of Time</i>			
		I have had no education, training or experience with this task.	I have had education or training (including class lab work) with this task, but no experience on the job.	I have performed this task on the job.	I possess no experience.	I possess 0 - 1 year of experience.	I possess 1 - 3 years of experience.	I possess 3 years or more experience.
<b>COMPUTER SKILLS, GENERAL OFFICE TASKS, AND COMMUNICATION</b>								
1.	Use computer software (i.e., Microsoft Word) to create reports, letters and memos.							
2.	Use computer software (i.e., Microsoft Excel) to create and input data into spreadsheets.							
3.	Use computer databases (i.e., Microsoft Access) for data entry and to create tables, queries, forms, and reports.							
4.	Use e-mail systems (i.e., Microsoft Outlook).							
5.	Follow verbal and written directions from managers, supervisors, or lead persons to complete assignments.							
6.	Communicate with regulatory agencies for collaboration and coordination purposes (i.e., USDA, County Ag Commissioners, Sheriff, Office of Emergency Services, etc.).							
7.	Complete letters, reports of daily activities, and maintaining logs (i.e., inspection summaries, vehicle logs, equipment logs, timesheets, and notices of violation).							
8.	Write reports, memos, letters, summaries, notes, and other job-related documents using correct grammar to ensure complete written materials.							

## Supplemental Application Examination LIVESTOCK INSPECTOR

		<i>Experience</i>			<i>Amount of Time</i>			
		I have had no education, training or experience with this task.	I have had education or training (including class lab work) with this task, but no experience on the job.	I have performed this task on the job.	I possess no experience.	I possess 0 - 1 year of experience.	I possess 1 - 3 years of experience.	I possess 3 years or more experience.
<b>INSTRUCTIONS:</b>								
For each item listed below in rows "1 through 33", place ONE "X" in the <b>Experience</b> column which most accurately represents the type of experience you have with the following tasks. Also, for each item listed below in rows "1 through 33", place ONE "X" in the <b>Amount of Time</b> column which identifies the amount of experience you have for each item.								
<b>NOTE:</b> Credit will not be given for items not marked.								
9.	Work independently with minimal to no supervision.							
10.	Work as part of a team.							
11.	Prepare neat, complete, and accurate reports using data collected.							
12.	Operate standard office equipment and audio/visual communication devices (i.e., phones, fax machines, scanners, copiers, digital cameras, cell phones, satellite phones).							
13.	Maintain inventory for a variety of field and/or office supplies and equipment.							
14.	Follow established safety guidelines and procedures in an office and/or field setting.							
<b>LIVESTOCK INSPECTION/OPERATIONS AND ANIMAL HUSBANDRY SKILLS</b>								
15.	Inspect livestock in sale yards, trucks, trailers, and pens for compliance with animal health requirements.							
16.	Inspect production facilities for compliance to prevent the spread of livestock and poultry diseases.							
17.	Inspect livestock and poultry for signs of infectious and contagious diseases.							
18.	Investigate animal health violations related to emergencies.							

## Supplemental Application Examination LIVESTOCK INSPECTOR

		<i>Experience</i>			<i>Amount of Time</i>			
		I have had no education, training or experience with this task.	I have had education or training (including class lab work) with this task, but no experience on the job.	I have performed this task on the job.	I possess no experience.	I possess 0 - 1 year of experience.	I possess 1 - 3 years of experience.	I possess 3 years or more experience.
<b>INSTRUCTIONS:</b>		<p>For each item listed below in rows "1 through 33", place ONE "X" in the <b><i>Experience</i></b> column which most accurately represents the type of experience you have with the following tasks. Also, for each item listed below in rows "1 through 33", place ONE "X" in the <b><i>Amount of Time</i></b> column which identifies the amount of experience you have for each item.</p> <p><b><u>NOTE:</u></b> Credit will not be given for items not marked.</p>						
19.	Collect animal and environmental samples for testing.							
20.	Identify livestock and poultry species, breeds, and varieties.							
21.	Examine and give injections to livestock.							
22.	Assist Veterinarian(s) with performing necropsies, euthanasia and the disposal of animal carcasses.							
23.	Review animal health certificates for proper identification.							
24.	Work with dairy and ranch owners to schedule herd tests and/or transport of affected animals.							
25.	Prepare and package laboratory samples.							
26.	Participate in food safety related field studies, research and/or education.							
27.	Use a truck and trailer to transport live and dead livestock.							
28.	Interpret laws, rules, regulations, policies and procedures and apply them to ensure compliance to specific situations.							
29.	Perform routine maintenance, clean and disinfect tools, vehicles, and equipment.							

## Supplemental Application Examination LIVESTOCK INSPECTOR

INSTRUCTIONS:		<i>Experience</i>			<i>Amount of Time</i>			
		I have had no education, training or experience with this task.	I have had education or training (including class lab work) with this task, but no experience on the job.	I have performed this task on the job.	I possess no experience.	I possess 0 - 1 years of experience.	I possess 1 - 3 years of experience.	I possess 3 years or more experience.
30.	Safely use chutes, gates, panels and other livestock handling equipment.							
31.	Deal with the public on a daily basis (i.e., farmers, ranchers, vendors, animal rights activists, other agricultural stakeholders).							
32.	Work under difficult or hazardous conditions associated with handling livestock.							
33.	Follow basic biosecurity methods and procedures at livestock and poultry facilities.							

**Supplemental Application Examination  
LIVESTOCK INSPECTOR  
Part III**

**NARRATIVE QUESTIONS**

You are being given three (3) questions on the following pages for which you are to provide a narrative response.

**Instructions**

- Your response to each question **must** be hand written, no type written responses will be accepted.
- **You may only use a pen or pencil.**
- Limit your responses to the space provided, only one page per question.
- No additional pages will be accepted or considered for responses.
- You will be evaluated and scored on content, grammar, spelling, and neatness of your answer in addressing each question.

## **Supplemental Application Examination LIVESTOCK INSPECTOR**

### **Question #1**

A poultry layer operation of 30,000 chickens has recently experienced a large number of unexplained deaths and 20 percent of the poultry have been found dead or dying. As a livestock inspector, you have been tasked with assisting the veterinarian in the investigation of the poultry farm.

1. Define Biosecurity
2. What biosecurity measures would you take to conduct this investigation at this poultry farm?
3. Why are proper biosecurity measures important?

**Supplemental Application Examination  
LIVESTOCK INSPECTOR**

**Question #2**

To keep livestock and poultry diseases from introduction or reintroduction into the state, describe the State of California's animal entry requirements for the following:

1. Adult male and female cattle
2. Equine
3. Poultry

## **Supplemental Application Examination LIVESTOCK INSPECTOR**

### **Question #3**

Please describe any experience you have had dealing with an angry or frustrated person during the course of work. In your response, include the following:

1. Give one example of a situation in which you had to deal with an angry or frustrated person.
2. What was your role?
3. Give specific steps you took to resolve the situation.
4. What was the final outcome?



**California Department of Food and Agriculture**  
**LIVESTOCK INSPECTOR**

(631 LOCATION PREFERENCE FORM)

**Please check the location(s) where you will accept employment.**

☐ **Sacramento Headquarters (3400)**

Sacramento

☐ **Redding District Office (4500)**

Butte

Colusa

Del Norte

Glenn

Humboldt

Lake

Lassen

Mendocino

Modoc

Napa

Nevada

Placer

Plumas

Shasta

Sierra

Siskiyou

Sutter

Sonoma

Tehama

Trinity

Yolo

Yuba

☐ **Modesto District Office (5000)**

Alameda

Alpine

Amador

Calaveras

Contra Costa

El Dorado

Mariposa

Merced

Marin

Sacramento

San Francisco

San Joaquin

San Mateo

Santa Clara

Santa Cruz

Solano

Stanislaus

Tuolumne

☐ **Tulare District Office (5400)**

Fresno

Inyo

Kern

Kings

Madera

Mono

Monterey

San Benito

San Luis Obispo

Santa Barbara

Tulare

☐ **Ontario District Office (3600)**

Imperial

Los Angeles

Orange

Riverside

San Bernardino

San Diego

Ventura

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
SIGNATURE